



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

REGULAR COMMISSION MEETING MINUTES

July 12, 2018, 9:00 am

Toftrees Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill
Commissioner Michelle Beaver
Commissioner Erik Christensen
Commissioner Tim Heitzman

Commissioner Chad Libby
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin
John Manning, Legal Advisor (PBPP)
Greg Young, Advisor (PBPP)
Craig Christensen, Vice Chairman of the
Curriculum Committee
Ian Rowles, Recorder (PBPP), Recorder

Those not in attendance:

Commissioner Larry Maggi

Helene Placey, Advisor
Thomas Dougherty, Advisor (PBPP)

- 1. Call to Order and the Pledge of Allegiance**
- 2. Review and approval of the Minutes of the previous meeting**

MOTION: 1807:01

Commissioner Shurtleff made a motion to approve the minutes from the May 10, 2018 Firearms Education and Training Commission meeting.

Commissioner Christensen seconded.

Motion carried by unanimous voice vote.

- 3. Announcements and Reports**

Chairman Graybill

- Chairman Graybill announced an appointment for a new Commission member, John R. Chilleri from Moosic, PA. Commissioner Chilleri is from Lackawanna College. The appointment took place on May 16, 2018.

Executive Director MacLaughlin

- Executive Director MacLaughlin shared the information that the CFI Course was completed with everybody in attendance passing.
- Executive Director MacLaughlin stated the 92nd BTA has been completed with everybody in attendance passing the academy.
- Executive Director MacLaughlin mentioned the Course 4 Train-The-Trainer was successfully completed and the Curriculum Committee meeting took place the following day.
- Executive Director MacLaughlin was pleased to share that the Curriculum Committee meeting had a great attendance.
- Executive Director MacLaughlin mentioned the Curriculum Committee named a Vice Chair, to take over for when the Chairman can't attend. The Committee selected Craig Christensen for that position.
- Executive Director MacLaughlin stated the Curriculum Committee decided that yearly commitment letters be sent out to each of the members to show their level of commitment to the committee, and that sheet is to be signed by each members chief.
- Commissioner Libby asked about the status of the letter of intent talked about at the previous meeting.
- Executive Director MacLaughlin mentioned the letters previously talked about will still be sent out, and just need approved.
- Executive Director MacLaughlin shared that the meetings for the new FCTMS website are done and we are now waiting to be selected by certain offices so the website can start to be created.

Fiscal Report

- Commissioner Shurtleff asked about next years budget, and Executive Director MacLaughlin stated he doesn't expect it to go up since he didn't ask for an increase.
- Commissioner Shurtleff asked if at the next meeting we could have a three year fiscal sheet, which Executive Director MacLaughlin stated he could ask the fiscal division and get the attachment.

4. Reports of Officers and Standing Committees

- Curriculum Committee Vice Chair Craig Christensen stated that the committee are still finalizing the changes to Course 3. They removed some slides and added a couple of more relevant range drills. They are looking at rolling out the new changes next July of 2019.
- Committee Vice Chair Craig Christensen mentioned the committee is discussing the need of a Train-The-Trainer for Course 3. Since there wasn't one in the past, the committee isn't sure which way to lean at the moment.
- Committee Vice Chair Craig Christensen shared that the most requested Train-The-Trainer course is Lasershot, and the committee plans to run one in September.
- Committee Vice Chair Craig Christensen brought up the potential changes on Course 5 and mentioned the curriculum would stay the same, it would just remove the name Simunitions® from the course.

- Legal Advisor Manning mentioned he would like to look over the potential changes to Course 5 before it gets voted on due to potential copyright issues.

5. New Business

Petition for Extension/Waiver

Carol Lasky – Somerset County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of her proper medical documentation was received by FETC.

MOTION: 1807:02

Commissioner Libby made a motion to approve the petitions for Carol Lasky until September 30, 2018.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

Request for Initial CFI Status

Richard Anglemeyer – Dauphin County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of his proper training documentation was received by FETC.

MOTION: 1807:03

Commissioner Heitzman made a motion to approve Richard Anglemeyer for initial CFI status.

Commissioner Christensen seconded.

Commissioner Libby abstained.

Motion carried by voice vote.

Request for Renewal of CFI Status

Jonathan Dunsinger – Wayne County Adult Probation

James Grassi Jr. – Fayette County Adult Probation

Timothy Heitzman – Northumberland County Adult and Juvenile Probation

Brian Holley – Monroe County Combined Probation

Lindsey Lauer – York County Adult Probation

Ryan Sell – York County Adult Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation was received by FETC.

MOTION: 1807:04

Commissioner Christensen made a motion to approve the the renewal of CFI status for Jonathan Dunsinger, James Grassi Jr., Timothy Heitzman, Brian Holley, Lindsey Lauer and Ryan Sell.

Commissioner Shurtleff seconded.
 Commissioner Heitzman abstained.
 Motion carried by voice vote.

Request for Initial MI Status

Richard Jopek – Lawrence County Adult Probation
Brian Updegrave – Northumberland County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation was received by FETC.

MOTION: 1807:05

Commissioner Shurtleff made a motion to approve Richard Jopek and Brian Updegrave for initial MI status.

Commissioner Libby seconded.
 Commissioner Heitzman abstained.
 Motion carried by voice vote.

Request for Renewal of MI Status

Jamie Forry – York County Adult Probation
Scott Schlechter – Lehigh County Adult Probation (Retired)

- Executive Director MacLaughlin mentioned all of their proper training documentation was received by FETC.

MOTION: 1807:06

Commissioner Christensen made a motion to approve the renewal of MI status for Jamie Forry and Scott Schlechter.

Commissioner Libby seconded.
 Motion carried by unanimous voice vote.

- Commissioner Beaver mentioned a chief brought up a concern with PWT trainings and how they weren't teaching consistently. Although other chiefs who also attended PWT trainings have said otherwise.
- Executive Director MacLaughlin stated he attended a PWT course in the past and they ran the course well.
- Commissioner Shurtleff mentioned that he has neighboring counties that are having their instructors going on strike, and not all of the instructors agree on it. Some of the instructors asked what they should do because they don't want to lose their instructor status or turn down anybody needing instructor help.
- Executive Director MacLaughlin mentioned that officer could possible assist with other counties and their training, even if he can't assist in their own personal county.
- Commissioner Shurtleff also asked what the minimum percentage was to run a Con Ed class through the vendors. Executive Director MacLaughlin informed him it was 50 percent.

BREAK - Ten minute break (10:25 – 10:35 am)

6. Executive Session

There was an executive session to discuss personnel matters between 10:38am - 10:48am. Chairman Graybill, Commissioners Beaver, Christensen, Heitzman, Libby and Shurtleff as well as Legal Advisor Manning and Executive Director MacLaughlin all attended.

7. Public Comment and Questions

No public attendance.

8. Adjournment

MOTION 1807:07

Commissioner Libby made a motion to adjourn.

Commissioner Christensen seconded.

Motion carried by unanimous voice vote.

Meeting adjourned at 10:49am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on July 8, 2018.

Minutes submitted by Ian Rowles, Recorder, PBPP